

Western Kentucky University
Internal Audit Plan
July 2013 through June 2014
as of September 10, 2013

Process	Sub-Process	Residual Importance Rating (High, Med or Low)	Scope of Audit/Review	Timing	Required Hours			Required Dollars
					Internal	External	Total	External (A)
WKU Staff Auditor Internal Audit Projects								
Athletics	NCAA Agreed Upon Procedures	MH	Conduct a review of Athletic Events Ticket Revenue for the 2012-2013 athletic season for: <ul style="list-style-type: none"> • Football • Men's Basketball • Women's Basketball • Baseball Conduct the review in accordance with the guidance detailed by NCAA Agreed Upon Procedures (dated September 11, 2012)	November 2013	60	0	60	-
Finance & Administration	Financial Aid, FISAP Report	MH	Review supporting documentation of calculation provided by Finance & Administration	December 2013	20	0	20	-
Athletics	Football Ticket Reconciliation	MH	Perform an internal audit of the Athletic Department's compliance with bylaw 20.9.7.3 of the NCAA Division I Manual. Bylaw 20.9.7.3 requires all members of the Football Bowl Subdivision ("FBS") to maintain an average actual or paid attendance of at least 15,000 over the number of home games played in a given season	January 2014	60	0	60	-
Finance & Administration	Certification of Revenue/Expenses, Special License Plates	M	Review supporting documentation of calculation provided by Finance & Administration	January 2014	16	0	16	-
Campus Services & Facilities	ID Center	MH	Scope TBD	January/February 2014	120	0	120	-
Campus Services & Facilities	WKU Store	ML	Review purchasing, receiving, inventory and cash receipt processes and procedures	March/April 2014	160	0	160	-
Finance & Administration	Procurement Card Processing	H	Select a sample of transactions for review against policy	May 2014	80	0	80	-
Office of President	President's Travel and Entertainment Expenses	M	Review supporting documentation for the President's T&E and confirm they are in accordance with University policy	June 2014	80	0	80	-
Ad hoc requests	Ad hoc requests		TBD	TBD	160	0	160	-
					Subtotal of WKU Staff Auditors Hours		756	

Potential Grant Thornton Internal Audit Projects

Finance & Administration	Procurement Card Processing	H	Review P-Card process for opportunities for improvement. Select a sample of transactions for review against policy	July 2013	0	60	60	15,000
Office of President	President's Travel and Entertainment Expenses	M	Review supporting documentation for the President's T&E and confirm they are in accordance with University policy	July 2013	0	24	24	5,000
Student Affairs	Campus Safety	H	Review of Campus Emergency Preparedness plan and benchmark against similar sized and complex universities	November 2013	0	80	80	16,000
Finance & Administration	Whistle Blower Procedures	M	Review process for operational improvements and leading practices. Benchmark against similar sized and complex universities	December 2013	0	60	60	12,000
Research/Finance & Administration	Office of Sponsored Programs and Office of Grant/Contract Accounting	H	Review process for operational improvements, leading practices and compliance with policy.	January/February 2014	0	80	80	16,000
Finance & Administration	Internal Audit Administration	N/A	Develop audit plan; supervise and direct WKU audit staff person, as needed; prepare for and attend meetings with SVP of Finance & Administration, Finance & Budget Committee, Board of Regents, and other meetings, as necessary; draft IA charter and IA job descriptions; other administrative tasks to carry out Chief Audit Executive roles and responsibilities	July 2013 to June 2014	0	175	175	60,000
						479	479	124,000

(A) GT Fees includes travel expenses (approximately 15% of fees)